

**Annex B  
Honarium Policy**

**To the General By-Laws of  
Fine Arts Student Alliance**

**Approved by FASA Council on March 20th 2013**

*Modifications Approved by FASA General Members on September 20th 2014*

**1.0 Scope**

This policy governs the elected members of the Executive Committee of the Fine Arts Student Alliance of Concordia (FASA) in accordance with the rules and procedures governing the election of executives and the allocation of bursaries for executives, as laid out in the associations's Bylaws.

**2.0 Definitions**

2.1 "Volunteer" shall refer to any of the Coordinator positions, guest speaker, or any un-salaried position within FASA.

2.2 "Executive Committee" shall refer to the team of elected Regular Members designated to represent FASA;

2.3 "Coordinators" shall refer to the elected Regular Member designated to represent FASA, and "Coordinator" shall mean anyone of them;

2.4 "Honarium" shall refer to the compensation given to a volunteer;

2.5 "Action Plan"

**3.0 Action Plans**

3.1 A member of the Executive wishing to obtain a honoraria must begin by submitting an Action Plan to the first General Meeting of the Members.

3.2 The Action Plan must cover the following information:

- a) The projects and tasks that the member of the executive will work on, including but not limited to their obligation as per the Bylaws, General Assembly mandates, and decision made by the Executive committee
- b) Where necessary, the goals that each project and task are meant to accomplish, supported by a schedule outlining steps to be taken to accomplish these goals.

3.3 There is no requirements regarding the number of projects undertaken or number of tasks that each member of the executive must accomplish.

3.4 A member of the executive that came into office after the above-mentioned action plans were submitted remains eligible to receive an honorarium. If elected during the Fall semester or Winter Semester, they must present an Action Plan to the next duly convened Board of Directors Meeting.

3.5 If a position is vacant, an Executive make take on the roles of the vacant position. The portion of the honoraria would then be divided pro-rata or depending to the amount of tasks that had been carried out.

3.6 Every member of the executive's action plan shall be made public to members, in order to allow them to consult said plans.

3.7 The submission of the action plans to Directors should be sent at least 7 (seven) days prior to the next duly convened FASA BoD meeting. Each action will be put to a discussion, during which members of the executive will specify reasons why they will work on the projects and tasks outlined in their respective plans. Directors are responsible for reading the action plans that were submitted to them.

3.8 The FASA BoD does not formally have the power to give mandates to the members of the Executive committee. The BoD may not decide that action plans should be revised and corrected according to issues raised and priorities of the delegates present.

3.9 The FASA BoD may issue recommendations to the executives, and these recommendations may be taken into account when a member of the executive is being evaluated, especially if they had volunteered to consider one or more of these recommendations.

3.10 Upon request of a majority of Directors sitting on the FASA BoD, a member of the executive may be asked to deliver, before or after a semester is over, an oral progress report on the subject of the projects and tasks they have taken on.

#### **4.0 Reports by the Executive**

4.1 A member of the executive wishing to obtain a honiara must submit their report for the current semester to the directors, at the latest before the beginning of December or the beginning of April.

4.2 The Report must cover the following information

- a) Progress on the projects and tasks laid out in their action plan (making sure to include information allowing one to appreciate what has been undertaken and what remains to be undertaken, as the case may be)
- b) An estimate of the number of hours spend on their activities (providing an idea of the time that was available to them) and statistics (where relevant) for each project and task.
- c) Each member of the executive is also encouraged to mention any other project or task not identified in their action plan
- d) if a schedule has been included in the action plan, their report should also provide an idea of how closely it was followed.
- e) If a member of the executive did not submit an action plan, their report will outline what they have accomplished over the current semester since they were elected.